



What you need to do to receive benefits:



Apply for 3 full-time jobs per week.

Tip: NetWORKri Career Centers can assist you in your search for work and visits can be included in your work search record. For locations, please visit www.networkri.org.



Keep a written record of all your weekly applications and interviews.

Each entry must include:

- Name and address of the company
- Date you applied for work
- How you applied for work: in person, mailed resume, online, etc.
- Specific position and shift you applied for

Save all confirmation emails or documentation to prove your work search



Simplify this process by using our work search record. You can save this document to your computer and print it for your records.

Get Started! Visit: www.dlt.ri.gov/ui/wkSearch.htm

Don't Forget To Post Your Résumé!



Failure to post your résumé within six consecutive weeks will cause a delay or loss of benefits.

Tip: Instructions on how to register, create, and post a résumé are found on the website at www.employri.org/refcards/includes/pdf/individual.pdf